

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 16, 2013**

Attendees: Tammy Gagnon, Chairperson
Colleen Robinson, Commission Member at Large
Peter Bouwsema, City of Lacombe Councillor
Casey Kooyman, Commission Member at Large
Donna Korpress, Commission Member at Large
Tom Tack, Commission Member at Large
Robert Huff, Commission Member at Large

Regrets: None

Others: Chief Steven Murray, Lacombe Police Service
Norma MacQuarrie, Chief Administrative Officer
Ross Pettibone, Recording Secretary

1. Call to Order

Chair Gagnon called the meeting to order at 9:04 AM.

2. Adoption of Agenda

MOVED by Tammy Gagnon that the agenda be adopted as presented.

CARRIED

3. Adoption of Minutes

3.1 September 10, 2013 Regular Meeting Minutes

MOVED by Tammy Gagnon that the September 10, 2013 Minutes be adopted as circulated.

CARRIED

4. Presentations

5. Reports

5.1 Chief of Police Monthly Report-September 6 – October 11, 2013:

- 5.1 a PROS Mayor's Report – September 2013
- 5.1 b Lacombe Police Service CPO1 Traffic Unit Report – September 2013
- 5.1 c SRO Report – September 2013
- 5.2 General Ledger Department Report – September, 2013
- 5.3 Public Complaints Director Report – September, 2013
- 5.4 Oversight Standards Audit (Nothing to Report)

Discussion Items / Action Plans:

Chief Murray provided the Commission with an overview of activities, complaints, policy/operational/statistical information, and human resources. The following items from the above reports were discussed by Commission members:

- Higher than average calls for service in September, including vehicle thefts and arson.
- Chief Murray informed the Commission of his intention to terminate the contract with the Corps of Commissionaires (guarding services) effective Oct 31, 2013. A shift roster is being developed, and cost savings would be realized. It was clarified guards were covered for injury under WCB through the City of Lacombe.
- Chief Murray reported that funds were recently received from the County of Lacombe to share costs for the School Resource Officer. CAO MacQuarrie confirmed the County Commissioner approved this one-time funding increase. Chief Murray requested a letter responding to the County expressing thanks from the Chair of the Commission, with a letter of support from Wolf Creek School Division as the other supporting partner.
- Chief Murray reported on recent activities including an arrest of three young offenders in a stolen vehicle after being contacted by another police service and the conclusion of a shoplifting file.
- Chief Murray reported a discussion on dispatch logistics will be held November 13 with the Chief of Camrose Police Service.
- The Commission discussed ticketing young people not wearing bicycle helmets and illegal left turns from 50 Street on to Highway 12. Efforts continue towards education to obtain community buy-in and enforce the law.
- Chief Murray reported performance targets to enforce traffic safety standards were in place for members.
- CAO MacQuarrie clarified that fine revenue received and processed prior to end of January 2014 is recognized in 2013.

The Commission received the above Reports for information.

MOVED by Colleen Robinson to accept all reports as presented.

CARRIED

Two LPS members, CST Nicole Martin, and CST Carl Matthews entered and introduced themselves to the Commission members, and then departed.

6. Old Business

6.1 Order for Time Extension to April 2014

The Commission was advised that a current investigation (as referred to the Minster for investigation by another police service) is ongoing and required additional time to complete. A request for time extension to April 2014 was presented for consideration.

MOVED by Bob Huff that the Lacombe Police Commission proceed with the Order for Time extension to

April 30, 2014.

CARRIED

6.2 Chief of Police Ethical Guidelines

The Commission reviewed and discussed necessary revisions to both pages of the Ethical Guidelines draft, to be combined as guiding principles. Changes suggested included generic gender references, spelling correction, and wording changes to further define high ethical standards. A revised draft will be brought forward to the next meeting on November 25 for review and recommendation.

7. New Business

7.1 LPC Work Plan

CAO Norma MacQuarrie presented the new draft LPC Annual Work Plan for review and discussion. Items listed would appear on LPC Agendas as needed. It was clarified that new Commission member binders would contain the performance review template for the Chief.

To allow the Commission to review the performance review process and template and ensure the process was being carried out, the revised Chief's Report would contain a summary of the number of completed performance reviews by the Chief for LPS Staff. Benchmarks met and any action plans taken by the Chief would be provided in camera.

Information provided to the Commission would adhere to Section 31(2) and 31(3) of the Police Act, LPS Policy, LPC Bylaw 78 and the oversight standards from the Solicitor General's office.

Orientation binders will be reviewed at the January meeting as per the Lacombe Police Commission work plan and CAO MacQuarrie will forward performance evaluation material to the Chief.

Commission members suggested updates to the work plan (including March confirmation of two members attending the AAPG annual conference and the circulation of the Chief's performance review documentation in advance of the June review).

MOVED by Bob Huff to adopt the LPC Work Plan template as amended.

CARRIED

7.2 Final Provisional Budget 2014

Police Commission members reviewed the Police Department 2014 Provisional Budget. Chief Murray responded to questions and informed the LPC members on various budgeted operating and capital expenditures proposed.

In Camera

MOVED by Colleen Robinson that the Commission move *in camera* at 11:59 p.m.

CARRIED

Casey Kooyman exited the meeting at 12:19 p.m.

MOVED by Tammy Gagnon that the Commission return to open meeting at 12:43 p.m.

CARRIED

MOVED by Peter Bouwsema to request the Chief continue his research on the completeness of fine revenue.

CARRIED

MOVED by Peter Bouwsema that the Operating Budget be amended to decrease fine revenue by \$20,000 to \$400,000, that fuel expense be increased by \$3,000 to \$18,000, and that the dispatch expenses line be adjusted to reflect 2014 wage increases.

CARRIED

MOVED by Tom Tack that the Commission recommend the Capital Budget to Council for approval as amended.

Tammy Gagnon removed herself from capital budget discussion and refrained from voting on the adoption of the Lacombe Police Commission capital budget.

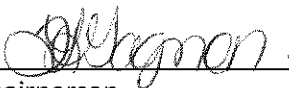
CARRIED

NEXT MEETING of the LPC is scheduled for 9:00 AM, November 25, 2013.

Adjournment

Meeting adjourned at 12:57 PM.

CARRIED



Chairperson



Secretary